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Accounts Officer

1 message

Wajid Khan <wajid2008@outlook.com> Sat, Dec 31, 2022 at 5:12 PM
To: "jobswbproject@gmail.com" <jobswbproject@gmail.com>

Assalamu Alaykum WRWB,

I have just come back from Doha, Qatar due to some pressing needs of my family affairs. I am here for now and available for the subject position. I have overall 26+ experience both in Pakistan and GCC. Since 2009 I have been in GCC holding CFO & COO position. In Pakistan, apart from working for Deloitte, I have been the Director of SECP and served State Bank of Pakistan and ***World Bank***.

Many thanks and look forward to hearing from you.

Regards,
Wajid Khan
0321-3769267

Wajid Khan.CFO.pdf
564K

WAJID KHAN

Fellow Chartered Management Accountant (FCMA) / CFO / COO
SECP Director / Regulatory Compliance & Reporting

Mobile+923213769267 | Email: wajid2008@outlook.com | LinkedIn: http://www.linkedin.com/in/wajidcfodubai

CAREER SUMMARY

Chief Financial Officer & COO	Peace Rent A Car, Qatar	2014 – Dec'2022
Chief Financial Officer & COO	Pacific Village Limited, UAE	
Chief Financial Officer & COO	Raddah Holding, Saudi Arabia & UAE	2009 – 2014
Chief Financial Officer & COO	Adeem Capital, Saudi Arabia	
Chief Financial Officer & COO	Lakhani Group, Pakistan	2007 – 2009
Director / Joint Director	**Securities & Exchange Commission of Pakistan**	2000 – 2007
Assistant Manager	Deloitte Pakistan, Big 4 Audit/Consulting Firms	1999 – 2000
Junior Officer	**World Bank Project & State Bank of Pakistan**	1996 – 1999

EDUCATION

Fellow Chartered Management Accountant (FCMA) | Institute of Cost & Management Accountants Pakistan | October, 2006
Associate Chartered Management Accountant (ACMA) | Institute of Cost & Management Accountants Pakistan | June, 1998
Associate Public Finance Accountant (APA) | Pakistan Institute of Public Finance Accountants | May, 2001

ACHIEVEMENTS

Fellow Chartered Management Accountant with 26+ years experience primarily as Chief Financial Officer & COO in Pakistan, Saudi Arabia, UAE & Qatar, all reporting to CEOs. ***10+ years experience with two Pakistani prestigious Regulators i.e. Securities & Exchange Commission of Pakistan and State Bank of Pakistan. Expertise in core business functions including accounts, finance, operations, taxation, strategic planning, business development and shared services including HR, IT & administration.*** Managing company assets, recruiting, interviewing and supervising company personnel. Directing all the accounting and financial functions within the organization, including financial strategy, financial analysis, financial reporting and quality assurance. Supervising financial statements including trial balance, profit & loss account, balance sheet, age-wise accounts payables and receivables and bank statements adhering to IFRS/IAS. Supervising Income Tax/Zakat, VAT, WHT/GST matters & managing tax consultants. Administered Listed/Non-Listed Companies for its filing and compliance requirements with SECP and penalized companies for their violative conduct. Assisted in successfully setting up Luxury Car Rental Business in Doha with a Fleet of 700 Luxury Cars and Business Unit in Dubai which yields annual turnover of AED 600 Million. Excellent communicator with outstanding judgment and decision making skills.

AREAS OF EXPERTISE

Financial Reporting - P&L, Balance Sheet, GL, Reconciliations; Financial Planning & Budgeting - Long/Short term Top to Bottom; Financial Analysis – Comparisons & Decision Making; Standards - IFRS/IAS, USGAAP & SOCPA; Processes - Procure to Pay, Record to Report & Order to Cash Modules; Developing Policies, Procedures, SOPs, Checklists & Working Plans; Organizational Structuring & Enterprise Resource Planning; Tender, Pricing, Costing & Inventory Management; Legal & Compliance - Regulations & Internal Policies; Internal & External Audit - Management/Statutory Point of View; Income Tax/Zakat, VAT, WHT/GST & Managing Tax Consultants; Working Capital Financing & Managing Relationships with Banks; Transparency Disclosure - Data Collection & Reporting; Representing at Steering, HR & Audit Committees; Project Management - Planning & Developing Team; Implementation of integrated Operating Model; Training, Coaching & Managing Cross Functional Teams; Managing Matrix Environment.

WORK EXPERIENCE

PACIFIC GROUP, Qatar & UAE **October, 2014 – December, 2022**

Pacific Group is a prestigious group serving diversified sectors including luxury car rentals, manufacturing, real estate, investments, retail and trading.

Chief Financial Officer & COO
Directly reporting to CEO, administering accounts & finance, investments, strategic planning, HR, IT & administration.

Key Contributions:

- Assisted in successfully setting up Luxury Car Rental Business in Doha with a Fleet of 700 Luxury Cars.
- Assisted in successfully setting up Business Unit in Dubai which yields annual turnover of AED 600 Million.
- Assisted in launching full Residential Housing Community with 245 villas and 126 apartments in Dubai.
- Supervising financial statements including Trial Balance, Profit & Loss A/c, Balance Sheets, Age-Wise Accounts Payables and Receivables and Bank Statements adhering to IFRS.

RADDAH HOLDING, Saudi Arabia & UAE **November, 2012 - October, 2014**

Raddah Holding is a prestigious Saudi family group serving diversified sectors including real estate development, construction, manufacturing, trading & F&B.

Chief Financial Officer & COO

Directly reporting to CEO, administering accounts &finance, investments, strategic planning, supply chain management, merchandise planning & inventory control, production, HR, IT & administration.

Key Contributions:

- Worked with CEO in the development and execution of business strategic plan.
- Provided leadership role for business transformation and introduced three F&Bs (Bert's Cafe; Mandilicious & Freshii) in KSA.
- Played key role in SAR 750 million capital expansion projects and established new business lines.
- Installed holding and subsidiary companies to enhance management efficiency and transparency and market acceptability.
- Supervising financial statements including Trial Balance, Profit & Loss A/c, Balance Sheets, Age-Wise Accounts Payables and Receivables and Bank Statements adhering to IFRS.

ADEEM CAPITAL, Saudi Arabia **June, 2009 - November, 2012**

Adeem Capital is an Investment Bank licensed by Capital Market Authority (CMA) engaged in mutual funds, asset management, investment fund management, discretionary portfolio management, arranging, advisory and custodial Services

Chief Financial Officer & COO

Recruited at start-up phase under direct reporting to CEO. CMA registered person to act as CFO & COO. Assisted CEO for successfully set-up the bank and led to rapid growth.

Key Contributions:

- Set up internal controls, work processes, policies and procedures and back office operation desk for the bank.
- Developed standard operating procedures for AML, KYC & CDD.
- Managed all Compliance and Reporting to Investors and Regulator (Capital Market Authority).
- Managed financial statements, capital and operational expenses i.e. admin, salaries, vendor/supplier payments.
- Represented at HR & Steering Committees.
- Administered all matters related to regulator, auditors, legal advisors, tax advisors, banks/financial institutions, etc.

LAKHANI GROUP, Pakistan **July, 2007 - June, 2009**

The Group is a reputed business group in Pakistan having operations in real estate development, securities brokerage, mutual funds, asset management, investment fund management, discretionary / non-discretionary portfolio management and advisory.

Chief Financial Officer & COO

Recruited at expansion phase under direct reporting to CEO.

Key Contributions:

- Worked with CEO in growing business profitability and analyzing new opportunities in the market.
- Managing company assets, recruiting, interviewing and supervising company personnel.
- Established internal processes to meet the highest standards of corporate governance.
- Prepared Annual Budgets and getting it approved from the Board and implement it.
- Administered financial statements, capital and operational expenses i.e. admin, salaries, vendor/supplier payments.

SECURITIES & EXCHANGE COMMISSION OF PAKISTAN (SECP) **August, 2000 - June, 2007**

The SECP is a corporate / securities regulator in Pakistan established in 1999 to protect investor rights, maintain fair, orderly and efficient markets and facilitate capital formation.

Director / Joint Director

Recruited at start-up phase to strengthen regulatory compliance, detect violative conduct and enforce actions as warranted. Joined as Joint Director and subsequently became the Director once promoted.

Key Contributions:

- Regulated the affairs of NBFCs including AMCs, Mutual Funds, Investment Banks, Housing Finance Companies, etc.
- Administered Listed/Non-Listed Companies for its filing and compliance requirements.
- Monitored IPOs, Corporate Governance & disclosure requirements as warranted under the law.
- Penalized companies for their violative conduct towards their SECP regulatory compliance.

PREVIOUS EXPERIENCE

Assistant Manager, Corporate Finance Group | **Deloitte Pakistan, Big 4 Audit Firm** | 1999 - 2000
Junior Officer | **World Bank Project & State Bank of Pakistan** | 1996 - 1999
Accounts Assistant| Dadex Eternit Limited, MNC | 1994 - 1996